

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Council on Foreign Relations

Travel date(s): 9/27/19-9/28/19 (9/28 at own expense)

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$224 (rail) + \$6.50 (subway)		\$47.18	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary.

10/16/19
(Date)

BRIAN CHRISTOPHER GRISWOLD
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10-16-19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: Brian Christopher Griswold

Employing Office/Committee: Senate Committee on Small Business and Entrepreneurship

Private Sponsor(s) (list all): Council on Foreign Relations

Travel date(s): September 27, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): New York, NY

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a participant in the Council on Foreign Relations' (CFR) foreign policy study group, I will be traveling to New York City to attend a panel discussion and meet with foreign policy and national security experts located at CFR's headquarters. My responsibilities as Senior Policy Advisor to the Small Business and Entrepreneurship Committee require a broad knowledge of foreign policy matters, as American economic health depends on grappling with questions of national competitiveness in the international sphere. Engagement with CFR will be instructive and beneficial in enhancing the foreign policy knowledge required to execute my function.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/17/2019
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Rubio hereby authorize Brian Christopher Griswold
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/19/19
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Council on Foreign Relations (CFR)
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2. Description of the trip: To provide congressional staff members participating in CFR's foreign policy study group an opportunity to visit CFR's headquarters in New York (see attachment.)
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3. Dates of travel: Friday, September 27, 2019
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4. Place of travel: New York, NY
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5. Name and title of Senate invitees: See attached documentation
-
6. I certify that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND
- ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.

FOR

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

OR

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

USE ONLY IF YOU CHECKED QUESTION (D)
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

CFR is the only sponsor and organizer of the trip and is covering all associated costs.

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

CFR is an independent think tank and membership organization dedicated to being a resource for its members, government officials, and other interested citizens in order to help them better understand the world and the foreign policy challenges facing the United States.

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

CFR has hosted four similar trips to New York on September 25, 2015, September 19, 2016, September 15, 2017, and September 21, 2018.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CFR hosts several different meeting series on Capitol Hill for members of Congress and senior congressional staff for the purpose of informing the policymaking community of the foreign policy and national security issues confronting the United States.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="checked" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	Total cost: \$450 Rail Travel: \$400 Round-trip ground transportation to CFR office in NY: \$50	None provided	Approx.: \$50	None provided

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip is taking pace with regard to congressional participation.

18. Reason for selecting the location of the event or trip

The Council on Foreign Relations is headquartered in New York, NY.

19. Name and location of hotel or other lodging facility:

No lodging provided.

20. Reason(s) for selecting hotel or other lodging facility:

N/A

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- Meal costs are estimated to be far less than the \$74 per diem rate for this location. No lodging is provided.**

- Participant will travel from Washington, DC to New York, NY on Amtrak Acela (business class.)**

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None provided

- Signature of Travel Sponsor:**

Name and Title: Patrick C. Costello, Director, Washington External Affairs

Name of Organization: Council on Foreign Relations

Address: 1777 F Street NW, Washington, DC 20006

Telephone Number: 202-509-8458

Fax Number: 202-509-8400

E-mail Address: pcostello@cfr.org

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*Congressional Foreign Policy Study Group
New York Program
Friday, September 27, 2019*

10:50 a.m. Arrive New York Penn Station

11:45 a.m. – 12:00 p.m.
Coffee Reception

1:15 p.m. – 2:00 p.m.
Working Lunch Discussion with Ambassador Michelle Gavin, *Senior Fellow for Africa Studies, Council on Foreign Relations*. Topic: Strategic and economic priorities in Africa.

3:00 p.m. – 3:30 p.m.
Meeting with Richard N. Haass, *President, Council on Foreign Relations*

3:45 p.m. – 4:45 p.m.
Discussion with Dr. Adam Segal, I, Ira A. Lipman Chair in Emerging Technologies and National Security and Director of the Digital and Cyberspace Policy Program, Council on Foreign Relations. Topic: Innovation and national security, cybersecurity and China's technology development and acquisition strategy.

4:45 p.m. Meeting Concludes

5:00 p.m. Depart CFR for New York Penn Station

6:00 p.m. Depart New York Penn Station (Acela 2119)

8:53 p.m. Arrive in Washington DC